

MEMORANDUM OF UNDERSTANDING

BETWEEN

RETIRED AND SENIOR VOLUNTEER PROGRAM (RSVP)

Lake & Sumter Counties

1211 Penn St.

Leesburg, Fl. 34748

352-365-1995

AND

Volunteer Station: Sumter County Administration Office

Address: 7375 Powell Rd.

City: Wildwood State: Fl. Zip: 34785-4320

Telephone: (352)-689-4400 Fax: (352)-689-4401 E-Mail: BRAADLEY, ARNOLD
@SUMTER COUNTY FL.GOV

This Memorandum of Understanding (MOU) contains basic provisions, which will guide the working relationship between both parties. It may also include a Programming for Impact Addendum. This MOU may be amended, in writing, at any time with concurrence of both parties and must be renegotiated at least every three years.

BASIC PROVISIONS OF MEMORANDUM OF UNDERSTANDING

A. Retired and Senior Volunteer Program (RSVP):

1. Recruit, interview, and enroll RSVP volunteers and refer volunteers to the volunteer station.
2. Instruct RSVP volunteers in proper use of monthly reports, reimbursement guidance and program procedures.
3. Provide RSVP orientation to volunteer station staff prior to placement of volunteers, and at other times, as the need arises.
4. Specify, either by written information or verbally, that RSVP volunteers are participants of RSVP publicity; radio, TV, print or verbal presentation.
5. Furnish accident, personal liability, and excess automobile insurance coverage as required by program policies. Insurance is secondary coverage and is not primary insurance.
6. Periodically monitor volunteer activities at volunteer station to assess and/or discuss needs of volunteers and volunteer station.
7. Reimburse RSVP volunteers for transportation cost between their home and volunteer station in accordance with RSVP policies.

B. Volunteer station:

1. Implement orientation, in-service instruction, or special training of volunteers.
2. Interview and make final decision on assignment of volunteers.
3. Furnish volunteers with materials required for assignment, as follows: N/A
4. Furnish volunteers with transportation required during their assignments, as follows: N/A
5. For Programming for Impact assignments, complete the appended Impact Programming Addendum to assess volunteer impact on community needs.
6. Provide supervision of volunteers on assignments.
7. Provide for adequate safety of volunteers.
8. Collect and validate appropriate volunteer reports for submission to RSVP office on a monthly basis.
9. Investigate and report any accidents and injuries involving RSVP volunteers immediately to the RSVP office. All reports will be submitted in writing.
10. Provide for the safety of RSVP volunteers.
11. If meals are provided to volunteers, please complete this portion: N/A

() Contributed meals are **FEDERALLY FUNDED** under:

_____ Title III of the Older Americans Act

_____ Other (federal) funding source

() _____ Contributed meals are not provided by FEDERAL FUNDS. Meals will be provided to RSVP volunteers at a free or reduced price when _____ hours of service has been or will be volunteered during that day.

NOTE:

The value of a free or reduced meal which is not provided by federal funds will be recorded by RSVP volunteers on their Quarterly Volunteer Time Sheet and verified by the Volunteer Station Supervisor. This documents important in-kind support for RSVP.

C. Other provisions:

1. Separation from Volunteer Service: The volunteer station may request the removal of an RSVP volunteer at any time. The RSVP volunteer may withdraw from service at the Volunteer Station or from the Retired and Senior Volunteer Program at any time.

Discussion of individual separations will occur among RSVP staff, Volunteer Station Staff and the volunteer to clarify the reasons, resolve conflicts, or take remedial action, including placement with another Volunteer Station.

2. Letters of Agreement: When in-home assignments of volunteers are made, a letter of agreement will be signed by the parties involved. The document will authorize volunteer service in the home and identify specific volunteer activities, periods, and conditions of service.
3. Religious Activities: The Volunteer Station will not request or assign RSVP volunteers to conduct or engage in religious, sectarian, or political activities.
4. Displacement of Employees: The Volunteer Station will not assign RSVP volunteers to any assignment which would displace employed workers or impair existing contracts for services.
5. Accessibility and Reasonable Accommodation: The Volunteer Station will maintain the programs and activities to which RSVP volunteers are assigned accessible to persons with disabilities and provide reasonable accommodation to allow persons with disabilities to participate in programs and activities.
6. Prohibition of Discrimination: The Volunteer Station will not discriminate against RSVP volunteers or in the operation of its program on the basis of race, color, national origin, sex, age, political affiliation, religion, or on the basis of disability, if the volunteer is a qualified individual with a disability.
7. Specify, either by written information or verbally, that RSVP volunteers are participants in the Volunteer Station's program in all publicity featuring such volunteers, whether it be radio, TV, print or verbal presentation. Display an RSVP placard where it may be viewed by the public.
8. Supply statistical data on volunteer impact on community needs to _____ RSVP.
9. Conditions of this Memorandum of Understanding may be amended or terminated in writing at any time at the request of either party. It will be reviewed every three years to permit needed changes.
10. This Memorandum of Understanding contains all the terms and conditions agreed upon by the contracting parties. No other understanding, oral or otherwise, shall be deemed to exist or to bind any of the parties hereto.
11. This Memorandum of Understanding will be in effect upon dated signature of the [Sponsor] Executive Director.
12. The total number of RSVP volunteer assignments projected to be available with the Volunteer Station on an annual basis is 1. It is projected that these assignments will be at the following locations, in approximately the following numbers:


THE VILLAGES SUMTER COUNTY SENIORS CENTER 7375 POWELL ROAD
WILDWOOD FL 34785 - ENTRANCE GREENTON/DELUCTIONS
PROVIDER HOURS OBSERVED 0900-1300 M-F.

The Volunteer Station representative who will serve as liaison with RSVP and who will be responsible for volunteer orientation and supervision is:

Name: Bradley Arnold Title: County Administrator
Phone: 352-689-4400


Signed:

 12/10/10
Name and Title, Volunteer Station Date

 12/10/10
NAME, Volunteer Coordinator Date

Lake & Sumter County

Retired and Senior Volunteer Program

 12/10/10
NAME, Senior Director Date

SPONSOR: Mid Florida Community Services Inc.

This agreement runs until 12/10/13

RSVP Enrollment Form
RETIRED AND SENIOR VOLUNTEER PROGRAM
OF LAKE AND SUMTER COUNTIES
1211 PENN ST., LEESBURG, FL., 34748
(352) 365-1995

PLEASE PRINT AND COMPLETE ALL SECTIONS
(APPLICANTS MUST BE 55 YEARS OF AGE OR OLDER)

Name: _____ Date of Birth: _____

Street Address: _____ City & Zip: _____

Phone # _____ E-Mail Address _____

Ethnicity: Hispanic/Latino _____ Not Hispanic/Latino _____

Racial Group: White _____ Black or African American _____ Asian _____

American Indian/Alaska Native _____ Hawaiian/Pacific Islander _____ Other _____

Physical or medical limitations _____

Who referred you to RSVP? _____

What do you see yourself doing as a volunteer? _____

Emergency Contact: _____ Phone # _____

Beneficiary: _____ Relationship: _____

Address: _____ Phone #: _____

Driver's License# _____ :

Do You Have a Car Yes _____ NO _____ Car Insurance Company: _____

I, the Senior Volunteer, understand that if I use my personal vehicle in my volunteer service, I will arrange to keep in effect automobile insurance equal to the limits by the State of Florida.

Preferred volunteer assignments 1. _____ 2. _____

Days/hours available are _____

"RSVP ON CALL" This is a list that we refer to when local agencies are looking for assistance with short-term special events and most projects will take only several hours of your time. Being on this list does not commit you to any project; it only identifies you as a volunteer who is receptive to short time volunteer opportunities. Would you like to be put on the on call list? Yes: _____ No: _____

RSVP ENROLLMENT RECORD

I am volunteering my services through the Lake & Sumter RSVP project and understand that I am not an employee of Mid Florida Community Services, Inc. or RSVP. I also give permission for my photo to be used in any group photos and will be asked special permission to use a single photo for any other publications.

Signature of Volunteer Date

.....
RSVP Office use only

Project Coordinator _____ Date _____

Assignment: _____

Revised 06/12//2009

RSVP Volunteer Duty Description

Date: _____

Volunteer Name: _____

Duty Station: Sumter County Administration Office

Volunteer Supervisor: Bradley Arnold

Volunteer Services Performed: Answer telephone, Provide directions to other offices/people in the building. Other duties as ask by the station supervisor.

Sponsors need that warrants this assignment: Due to budget restraints there are no funds to have a paid person do these duties.

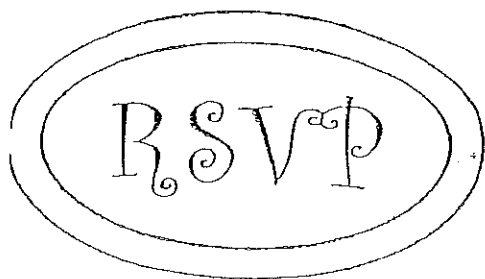
Accomplishment Anticipated: The telephones will be answered in a timely manor and the messages taken and passed on to the proper person to get the attention that is needed. People will receive directions to the proper places.

Anticipated Impact: The telephones will be manned to allow the Administration staff to attend to business that needs to be done. Messages will be passed on to the proper people that need to resolve the attention needed.

Volunteer Signature: _____

RSVP Coordinator Signature: _____

Placed in file by: _____



Retired & Senior Volunteer Program Of Lake and Sumter Counties

Mid-Florida Community Services, Inc.

STATEMENT OF CONFIDENTIALITY

I understand that while volunteering with Retired and Senior Volunteer Program that I may come in contact with information, names, addresses, phone numbers, and other pertinent information of other people and I will keep this information confidential.

I understand that confidentiality is very important and I AGREE TO RESPECT THE CONFIDENTIALITY OF OTHERS AND ANY AND ALL INFORMATION I MAY COME IN CONTACT WITH.

Signed : _____ Date _____

RSVP : Representative: _____ Date _____



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